GSFC Waiver Request

Refer to GPR 1400.1 Waiver Process
See form completion instructions on page 2

1a) Initiator Name:	1b) Signature:	1c) Code:	2) Date:

1d) Phone:	1e) Email Address:

3a) Project Name:	3b) Software System/Subsystem:	3c) Software Classification ☐Safety Critical ☐Non-Safety Critical

4a) NPR/GPR Document::	4b) NPR or GPR Requirement Number(s):	4c) Section/paragraph/page reference:

5a) Site/Facility:	5b) Operation/Activity/Mission:	5c) Duration of Waiver (*see form instructions*):

Waiver Request Justification

6a) Requirement(s) to be Waived:	6b) Waiver Authority ☐Center-Level ☐HQ - Level

7a) Purpose/Rationale (Provide a rationale for each requirement waiver – use separate sheet if needed):

7b) Will / Does Implementation of the Requirement Conflict with another Requirement?

7c) Does Application of the Requirement Fail to Achieve, or is Not Necessary to Achieve, the Underlying Purpose of the Requirement?

7d) Other Pertinent Data or Information Related to the Request:

7e) Additional Risk Acceptance Identification and Justification for each identified Risk Incurred if the Waiver is Granted:

Additional Justification for Environmental, Safety, Health or Security Requirement Waiver Request

8a) Special Circumstances Warranting a Granting of the Waiver *(see form instructions):*

8b) Alternative or Mitigating Actions (*see form instructions):*

GSFC Routing

9a) Project Manager (sign/date) Approve ☐ Disapprove ☐	9b) Director of (sign/date) Approve ☐ Disapprove ☐
9c) GSFC ETA Approve (sign/date) Approve ☐ Disapprove ☐	10) Waiver Request Number:

9d) GSFC Software Assurance Concurrence (sign/date) Approve ☐   Disapprove ☐

11) Approval/Disapproval Comment: (use separate sheet if needed):

Routing for Waiver of Agency Requirement Only

12a) OIC of NASA HQ (sign/date): Approve ☐ Disapprove ☐	Directorate:

12b) Approval/Disapproval Comment:

Instructions for GSFC Waiver Request Form
This form shall be used to request a waiver from GSFC or Agency requirements
in accordance with GPR 1400.1, Waiver Process

INITIATOR

1) Enter submitter's name, signature, organization, code number, phone number, and email address.
2) Enter the date of the request.
3a) Enter the name of the Project that is responsible for the development of the software.
3b) Enter the Software System/Subsystem name that contains the software affected by this waiver.
3c) Enter the Classification of the Software (i.e, A-G as described in Appendix G of GPR 7150.1) and check if the software is safety critical or non-safety critical (see Section 1.2 of GPR 7150.1)
4a) Enter the NPR or GPR document that contains the requirement(s) for which the waiver is being sought.
4b) Enter the requirement number(s) for which the waiver is being sought.
4c) Enter the document section/paragraph or page reference(s) of the NPR or GPRs containing the requirement(s) listed in (4b).
5a) Identify the general site/facility within the scope of the waiver (GSFC or Wallops Flight Facility).
5b) Identify the specific organization or project activity within the scope of the waiver (e.g., Mechanical Systems Division, James Webb Space Telescope Project).
5c) Identify the duration of the waiver if approved. The duration may be expressed in terms of a calendar range or project milestones (e.g., FY '10, in effect until disposal for Project XYZ.)
6a) Quote the requirement(s) for which the waiver is being sought.
6b) Identify if the waiver may be granted at the center level or if it must be granted at the NASA HQ level.
7a) Explain why the waiver is considered necessary. If applicable, address how the requirement(s) will be partially met.
7b) List any other requirements that would conflict with application of the subject requirement(s) in the particular circumstances if the subject requirement(s) is not waived.
7c) Explain if/how application of the subject requirement(s) would not achieve, or is not necessary to achieve, the underlying purpose of the requirement(s).
7d) Identify any other pertinent information or data that would justify the approval of a waiver.
7e) Identify and justify any additional risk that would be incurred if the waiver is granted.
8a) If the waiver request seeks relief from an environmental, safety, health or security requirement, provide a description of any special circumstances that warrant granting of the waiver, including whether: a) application of the requirement in the particular circumstances would not be justified by any safety and health reason; b) the waiver would result in a health and safety improvement that compensates for any detriment that would result from getting the waiver; or c) there exists any other material circumstances not considered when the requirement was adopted for which it is in the public interest to grant a waiver.
8b) If the waiver request seeks relief from an environmental, safety, health or security requirement, provide a description of any alternative or mitigating action that will be taken to ensure adequate safety and health and protection of the public, the workers, and the environment for the period the waiver will be effective.

ROUTING

9a) Project Manager signature/date is required for any projects identified as within the scope of the request in block 4b. Otherwise, this block should be designated as N/A.
9b) Signature/date of the Director of (or designee) of the waiver request initiator.
9c) Signature/date of the GSFC Engineering Technical Authority
9d) Signature/date of the GSFC Software Assurance Representative
10) For optional use by the GSFC requesting project/organization to track waiver request processing.
11) Routing signatories: Identify reason(s) for disapproval in comment block. Approval comment optional.
12a) Signature/date of the NASA Official in Charge (or delegated authority) of the Headquarters Office who is responsible for the Agency-level directive referenced in block 4b. This signature block is provided for convenience in the event this form (rather than a letter) is used to request a waiver from a HQ OIC.
12b) Identify reason(s) for disapproval in comment block. Approval comment optional.